



## BANK PROTECTION ACT Checklist

	Yes	No		Yes	No
1. Has the board of directors designated a security officer? [§ 568.2]					
2. Does the institution have a written security program for each of its offices, and has it been approved by the board of directors? [§ 568.2]					
3. Does the institution's security program: [§ 568.3(a)(1-4)]					
a. Establish procedures for opening and closing for business?					
b. Establish procedures for the safekeeping of all currency, negotiable securities, and similar valuables at all times?					
c. Establish procedures that will assist in the identification of persons that commit crimes against the institution, and that will preserve evidence that may aid in their identification and prosecution?					
d. Provide for initial and periodic training of officers and employees in their responsibilities under the security program, and in proper employee conduct during and after a burglary, robbery, or larceny?					
e. Provide for selecting, testing, operating and maintaining the security devices listed below in question 4?					
4. Does the institution have the following security devices: [§ 568.3(b)(1-4)]					
a. A means of protecting cash and other liquid assets, such as a vault, safe or other secure space?					
b. A lighting system for illuminating, during darkness, the area around the vault or other secure space?					
			c. Tamper-resistant locks on exterior doors and windows that may be opened?		
			d. An alarm system, or other appropriate device, for promptly notifying the nearest responsible law enforcement officers of an attempted robbery, burglary, or larceny?		
			5. Does the institution have such other devices as the security officer determines to be appropriate? [§568.3(b)(5)]		
			Were the following considered in the determination by the security officer, as appropriate: [§ 568.3(b)(5)]		
			a. The incidence of crimes against financial institutions in the area?		
			b. The amount of currency and other valuables exposed to robbery, burglary, or larceny?		
			c. The distance of the office from the nearest responsible law enforcement officers?		
			d. The cost of the security devices?		
			e. Other security measures in effect at the office?		
			f. The physical characteristics of the structure of the office and its surroundings?		
			6. Does the security officer report at least annually to the board of directors on the implementation, administration, and effectiveness of the security program? [§ 568.4]		
			7. Have external crimes been reported to the FBI, local police, and bonding company as necessary?		